

**Exhibit 9**  
Iowa Department of Natural Resources  
Drinking Water State Revolving Fund  
**Bid Document Checklist**

When bids are received and the Owner accepts a bid proposal, the Consultant prepares and submits to DNR a packet of documents. Required documents are listed below. Please submit the completed checklist with the bid document packet. When all the information is complete, DNR issues to the Owner a letter of concurrence in award, which also explains the amount of bid that is eligible for DWSRF reimbursement.

Date:

From:

DWSRF Project No.

The following documents are enclosed for review and approval prior to contract award:

**Engineering Documents**

- ☐ One set of as-bid plans and specifications
- ☐ Tabulation of bids
- ☐ Engineer's written recommendation of award
- ☐ Engineering Services Agreement

**Contractor Documents**

- ☐ Successful bid and/or proposal loan recipient chooses to accept
- ☐ Any addenda not previously submitted and bidder acknowledgment of all addenda
- ☐ Attachment 1: Certification of Nonsegregated Facilities
- ☐ Attachment 2: Suspension and Debarment Certification
- ☐ Attachment 3: MBE/WBE/SBRA Solicitation
- ☐ Contract (if available)
- ☐ Bonds (if available)
- ☐ Notice to Proceed (if available)

***For more information, please contact Patti Cale-Finnegan at 515-725-0498 or  
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